Payment Models IT0014 Recurring Payments/Deductions and IT0015 Additional Payments

KHRIS supports the following payment models (frequencies) in **IT0014 Recurring Payments/Deductions** and **IT0015 Additional Payments**:

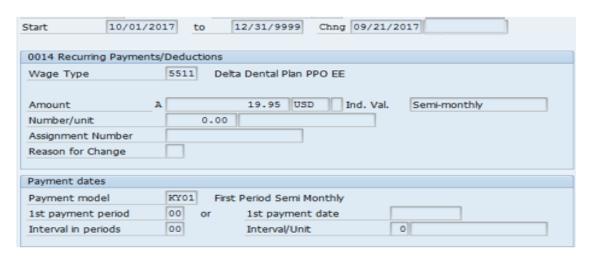| Model	Description	Expanded Description	Example
KY01	First Period Semi-Monthly	Each month 2nd pay date	1/1 - 1/15 pay period paid 1/30
KY02	Second Period Semi-Monthly	Each month 1st pay date	1/16 - 1/31 pay period paid 2/15
KY09	Every Period Semi-Monthly	Both periods each month	All pay periods
KY18	Benefit 18 Deductions	18 Periods of deduction excluding June - August pay dates	
KYAQ	Quarterly Payments Last Pay Period of Qtr	Quarterly last pay date of quarter	3/1 - 3/15 pay period paid 3/30
KYB1	Benefits Monthly	Each month 1st pay date	1/1 - 1/15 pay period paid 1/30
KYBQ	Quarterly Payments First Payday of Qtr	Quarterly first pay date of quarter	6/16-30 pay period paid 7/15
KYCQ	Quarterly Payments Second Payday of QTR	Quarterly Second pay date of quarter	7/1-15 pay period paid 7/30
KYF1	First Pay Period February	February 2nd pay date	2/1 - 2/15 pay period paid 2/28
KYF2	Second Pay Period February	March 1st pay date	2/16 - 2/28 pay period paid 3/15
KYF9	All Pay Periods February	February 2nd pay date & March 1st pay date	See above two
KYM2	Second Period May	May 2nd pay date	5/1 - 5/15 pay period paid 5/30

Wage type deductions and payments setup on **IT0014 Recurring Payments/Deductions** and **IT0015 Additional Payments**, are restricted to only allow the appropriate payment model (frequency). Therefore, if an incorrect payment model is selected a **Payment Model Error** will occur which will prevent payroll from running for the employee. For example, the only available payroll model for Delta Dental is **KY01 First Period Semi Monthly**, so any transactions entered for Delta Dental in **IT0014 Recurring Payments/Deductions** and **IT0015 Additional Payments** must be entered using the **KY01 First Period Semi Monthly** payment model.

To avoid using incorrect payment models please refer to the optional insurance listing. This document is available on the HR website under **Resources/Payroll- Payroll Deduction Program**

IT0014 Recurring Payments/Deductions

Employees have various deductions such as optional insurances and payments such as stipends payments in **IT0014 Recurring Payments/Deductions**. When using **IT0014 Recurring Payments/Deductions** the **Start Date** should fall within the pay period in which you want to begin the deduction and the employee must be active status. For consistency, we recommend using the first day of the pay period in which you want the deduction to start.

For example, if you want a deduction to begin with the 10/1-10/15 pay period (pay date 10/30), we recommend using 10/01 as the **Start Date** in **IT0014 Recurring Payments/Deductions** as shown below.
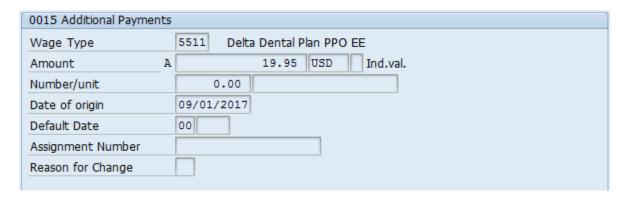

Note: An exception to this would be if an employee was appointed mid-pay period; the Start date for an **IT0014 Recurring Payments/Deductions** for the employee cannot predate the employee's appointment date.

IT0015 Additional Payments

IT0015 Additional Payments is used to make a one-time payment to an employee or an additional deduction from an employee's wages if they have a payment that is in arrears. When using **IT0015 Additional Payments** the **Start Date** should fall within the pay period in which you want to make the payment or deduction and the employee must be active status. For consistency, we recommend using the first day of the pay period in which you want the deduction to start.

For example, if you want an additional deduction to be withheld with the 9/1-15/17 pay period (pay date 9/30), we recommend using 9/01/2017 as the **Start Date** in **IT0015 Additional Payments** as shown below.

Note: Not all IT0014 Recurring Payments/Deductions and IT0015 Additional Payments will process through off-cycle payroll or are subject to retro-activity. Please refer to the **Detailed Wage Type Listing** available at https://hr.personnel.ky.gov/Pages/PY.aspx for further information.